

**Ships Point Improvement District (SPID)
Board of Trustees Meeting Minutes**

Adopted at the June 14 2023 Board meeting.

Date	May 10 2023
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Absent		
R Timbers		

Items/ Reports	Presenter	Description	Motion	Action Required
Agenda	J. Ainsworth	Review Agenda <ul style="list-style-type: none"> • Under Finances add: review of CRRF signatories 	Motion: To adopt agenda as amended MSC J. Reinhardt/ M. Fakaro	
Minutes	J. Ainsworth	Draft of minutes, as amended, presented to board members at the meeting with apologies from the Chair for the late receipt.	Motion: To adopt the minutes, as amended, of the April 12, 2023 board meeting MSC J.Wahl /R.Vreugde	
New Board assignments after AGM	J. Ainsworth	Discussion re: Officers and Committee Chairs assignments <ul style="list-style-type: none"> • SPID Letters Patent requires 7 trustee positions and is moot on the issue of officers and committees • SPID By-law, the ID Manual and the Local Gov't Act Part 17 require a minimum of two officer positions as well as a Board Chairperson. The two legally required officer positions are responsible for Corporate 		

	<p>J. Wahl</p>	<p>Administration and Financial Administration.</p> <p>The following trustees were acclaimed in their positions:</p> <ol style="list-style-type: none"> 1. Board Chair and Officer of Corporate Administration- J Ainsworth 2. Officer of Financial Administration (Finance Chair)- J Wahl 3. Officer of Water System and Operations (Chair of the Water Technical Committee)- W Trussler 4. Officer of Communications (Chair of Communications Committee)- M. Fakaro <p>The above four officers are also signing authorities on bank and credit union accounts (see minutes of April 12, 2023 board meeting)</p> <p>The following were assigned as standing committees:</p> <ul style="list-style-type: none"> • Bylaws- J Reinhardt • Building & Grounds- R Timbers • Ratepayers Liaison- J Ainsworth, D Shepherd (water operator) • Human Resources- J Ainsworth, J Wahl, B. Trussler • Information Technology- R Vreugde • Fire Dept Liaison on the Board- Tabled until discussed with FC Hoffart- R Vreugde candidate • There was a comment that the current bylaws need to be reviewed to reflect the above positions. <p>Insurance Update in progress:</p>		<p>Tabled until next meeting; R Vreugde to discuss with FC</p> <p>No one was assigned to review</p> <p>Given the urgency of the issue, J. Wahl to</p>
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<p>Business arising from the Minutes</p>		<ul style="list-style-type: none"> Confirmed employees and volunteers are covered by SPID insurance; still to confirm if D. Shepherd as a contractor is covered on policy rider Change K. Thibeau, SPID Groundskeeper, status from contractor to volunteer with an honorarium. There was a discussion about the upcoming Chipping Day and the annual insurance expense incurred by the SPVFFA for this event. <p>Audit Update</p> <ul style="list-style-type: none"> Risks and deficiencies identified in audit findings letter – to be discussed In Camera at the end of the meeting <p>Roll 202 Update – no action at this time</p>	<p>Motion: That SPID donate the ongoing annual costs of insurance for the SPVFFA chipping events. MSC J Wahl, M Fakaro</p>	<p>phone insurance company after the meeting to determine status of water contractor</p> <p>J. Ainsworth will send K. Thibeau a formal notice of change in status</p>
<p>Water Dept</p>	<p>D. Shepherd</p>	<p>Water Operations Report</p> <ul style="list-style-type: none"> See website for previous month's water operations report. Per current policy, Board is to review and confirm the Water Conservation Stage at each board meeting May – September. Given the optics of the water flushing, the Water Operator recommended changing from Stage 1 to Stage 2 after he finishes the flushing task. BC 1Calls notification -2 Fyi only, BC Hydro turning off power on Tozer May 18 		

	W. Trussler	<ul style="list-style-type: none"> • May 19th flushing notice to be sent to SPID email distribution list <p>Water Technical Committee Report</p> <ul style="list-style-type: none"> • Drought Response Plan – we received a request from Island Health asking what contingency plans we had in place in case of a drought. WTC recommends SPID answer that if SPID had a total loss of water it would be a regional crisis and we would look to local and provincial governments for direction. We should include in the letter the fact that SPID is investigating desalination, increased storage and water hauling. • Ships Point Road flooded over the winter due to a combination of a rainstorm and a king tide. W. Trussler raised the issue via an email with MOTI. He requested and got permission from the Board, even tho it’s not part of the SPID mandate, to continue to be engaged with MOTI. 		<p>W Trussler and J Ainsworth to draft the response letters.</p> <p>W. Trussler to arrange a meeting with MOTI and request they consider a budget item to address the issue in the coming years.</p>
Finance	J. Wahl	<p>Monthly Financial Reports</p> <ul style="list-style-type: none"> • Sent via email to all board members • Investment of CRRF at RBC and First Credit Union Operating Funds 	<p>Amended Motion (approved via email from board members): SPID invest the RBC CRRF funds : 25K for 4 months,65K for 6 months and 70K for 12 months respectively</p>	

		<ul style="list-style-type: none"> • RBC Signing Authority- to be changed to match assigned officers- Admin removed as recommended by Audit • Delinquent Accounts Report: Roll XXX - following up with ratepayers to create payment plan. 	<p>MSC J Wahl, M Fakaro</p> <p>Motion that \$100k of SPID funds from First Credit union operating account be invested for 3 months.</p> <p>MSC J Wahl, M Fakaro</p>	
Communications	M. Fakaro	<p>Fanny Bay Flyer articles:</p> <ol style="list-style-type: none"> 1. Information re: fire permits, fire danger rating and beach and required fire pit inspections 2. Accolades received by the SPID Board and the Fire Dept in the recently published Fire Services Review report commissioned by the CVRD <p>Website:</p> <ol style="list-style-type: none"> 1. Update required to list of board trustees 2. Posting required of recent board meeting and water operator report <p>Fanny Bay Community Bulletin Board Facebook Page: Post information re chipping program within SPID boundary with donation address</p>		<p>N. LeBlanc to do</p> <p>M. Fakaro to do</p>

Bylaw Committee	J. Reinhardt	<ul style="list-style-type: none"> Bylaw 117 (formerly #83 Operations and Regulations of the Fire Dept) has been approved and registered 		N. LeBlanc to post on website
Ratepayer Liaison Committee	J. Ainsworth	<ul style="list-style-type: none"> Ratepayer query regarding province's announcement on secondary suites (tabled from previous meeting); this item is governed by the CVRD- no change at this time. 		J Ainsworth to communicate with ratepayer.
Building and Grounds Committee		<p>From R Timbers via email:</p> <ol style="list-style-type: none"> Roof was good. Moss around drains was cleaned off. "No beach fires" sign in place (FD) on SPID Welcome Signage 		
Fire Dept	T. Hoffart	<ul style="list-style-type: none"> Fire Chief monthly report sent via email to all board members 		
New Business		<ul style="list-style-type: none"> Current technology issues as identified by the auditor: <ol style="list-style-type: none"> User accessibility No central depository Back-up and recovery Data privacy <p>SPID to test Sync.com, a secure, cloud storage platform based in Canada, to hopefully address some of the above issues</p> <ul style="list-style-type: none"> We received an invite from the CVRD to an Elected Officials Forum– J. Ainsworth, J, Reinhardt, R Timbers, B. Trussler J Wahl, and R Vreugde expressed interest in attending. CVRD Civic Room, May 16, 2023 2pm. 		

		<ul style="list-style-type: none"> • Confirmed, per the Local Government Act S. 682 (2), that the Chair of the Board of Trustees of an ID can vote on all issues. • Report re: the presentation of the Fire Services Review at the Electoral Area Service Committee (EASC) April monthly meeting; the report recommended that the CVRD amalgamate the fire services for Fanny Bay and Union Bay. • The new Fire Services Act may require municipalities to take responsibility for commercial fire inspections and fire investigations 		
In Camera		In camera meeting to start after a short break; Office Administrator and Water Operator left the meeting.		